

IN THE SUPREME COURT OF THE STATE OF NEVADA

_____, Appellant, vs. _____, Respondent.	Supreme Court No. _____ District Court No. _____
--	---

CIVIL PROPER PERSON
TRANSCRIPT REQUEST FORM

INSTRUCTIONS: The appellant must request transcripts of the trial court proceedings necessary for the Nevada Supreme Court's review on appeal. The due date for filing your request is 15 days after your appeal is docketed in the Nevada Supreme Court. Although the filing of a Transcript Request Form is optional, if you fail to file this form, the Nevada Supreme Court will decide your appeal without reviewing transcripts of the trial court proceedings.

Unless the district court has granted you leave to proceed in forma pauperis, you must:

- (1) List on this form any transcripts of the trial court proceedings that you believe would assist the Nevada Supreme Court in deciding your appeal.
- (2) File this form with the Nevada Supreme Court on or before the due date.
- (3) Mail or deliver copies of this form to all other parties to the appeal, or their counsel.
- (4) Mail or deliver a copy of this form to the court reporter(s) who reported the trial court proceedings.
- (5) Pay the court reporter(s) for the transcripts in advance. Contact the court reporter(s) for the amount to pay.

If you ARE proceeding in forma pauperis, follow only steps (1) through (3) above. The Nevada Supreme Court will review your transcript request and determine what transcripts, if any, the court reporter(s) must prepare. The Nevada Supreme Court will then issue an order directing the court reporter(s) to prepare those transcripts.

NOTE: A court reporter has 30 days to prepare the transcripts you have requested and paid for. As the appellant, you are responsible for ensuring that the court reporter timely files the transcripts with the Nevada Supreme Court. If the transcripts are not timely filed, and you have paid the required amount, you may file a motion with the Nevada Supreme Court to request an order directing the court reporter to prepare the transcripts. Proof of payment for the transcripts must be attached to any such motion.

You may file this form in person or by mail. You must file the original and 2 copies with the Clerk of the Nevada Supreme Court. If you want the clerk to return a file-stamped copy of your form, you must submit the original and 3 copies and include a self-addressed, stamped envelope. Documents cannot be faxed or e-mailed to the Clerk's Office.

This form must be filed with the Clerk of the Nevada Supreme Court at the following address:

Clerk of the Court
Supreme Court of Nevada
201 South Carson Street
Carson City, Nevada 89701
Telephone: (775) 684-1600 or (702) 486-9300

TO: _____
Court Reporter Name

Appellant requests preparation of a transcript of the proceedings before the district court, as follows:

Judge or officer hearing the proceeding: _____

Date(s) of proceeding: _____

Portions of the transcript requested: _____

Number of copies required: _____

Name of person requesting transcripts

Address

Telephone number

CERTIFICATION

I certify that on this date I ordered these transcripts from the court reporter(s) named above by mailing or delivering this form to the court reporter(s) and I paid the required deposit.

Signature

Date

CERTIFICATE OF SERVICE

I certify that on the date indicated below, I served a copy of this completed transcript request form upon all parties to the appeal:

- ☐ By personally serving it upon him/her; or
- ☐ By mailing it by first class mail with sufficient postage prepaid to the following address(es):

DATED this _____ day of _____, 20____.

Signature

Print Name

Address

City/State/Zip

Telephone